



In association with **Hollard.**

# PROPOSAL FORM Schools Liability

**Hollard.**

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Please answer **ALL** questions completely  
Should any question or part thereof not be applicable, please state "N/A"  
Should insufficient space be provided, please continue on your school letterhead

1. Name of School \_\_\_\_\_

2. Physical Address  
*Where more than one school, please state physical location of all*


3. School VAT Number \_\_\_\_\_

4. School Website \_\_\_\_\_

5. Please provide detailed description of activities involved


6. How long has the school been in operation

7. Has the school been issued with the necessary licence to operate  **Yes**  **No**

*If **NO**, please state reason*


8. Principal's name

9. Qualifications

10. Experience  years



11. State full names, qualifications and years of experience of the members of your Management Committee, and supply details of their occupations

Full name	Qualifications	Experience	Occupation

12. State full names, qualifications and years of experience of the Head teachers and HOD's

Full name	Qualifications	Experience

13. What other staff, besides teachers, are employed by the Institution, and what is their area of responsibility

Full name	Area of responsibility

14. What is the total number of

Teachers	Pupils	Other (specify)



15. What is the total number of pupils cared for per day

16. What is the age range of pupils

17. Do any of the pupils suffer from any serious disabilities (physical / emotional / mental)

*Please provide full details*


18. Does the school make any special provision for any pupils referred to above

Yes		No	
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*Please provide full details*

a.	Special teaching facilities
b.	Medical care
c.	School premises
d.	Other

19. Are all the staff trained in

a.	First Aid	Yes		No	
b.	Emergency Procedures	Yes		No	

*If **NO**, please state reason*


20. Do you maintain personnel records detailing, inter alia, staff:

a.	Duties	Yes		No	
b.	Training	Yes		No	
c.	Experience	Yes		No	
d.	Refresher courses attended	Yes		No	

*If **NO**, please state reason*


21. Do teachers regularly attend courses to keep ahead of new developments in child care and education

Yes		No	
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22. Does the school provide courses to parents to keep ahead of new developments in child care and education

Yes		No	
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23. Do new students need to pass an admission test before being admitted to the school
24. Do you rent out school facilities to the community or other outside organizations
25. Do you arrange extra-curricular activities such as: sport, field trips, social and recreational clubs etc.
26. Are parents made to sign an indemnity form in each instance

Yes		No	
Yes		No	
Yes		No	
Yes		No	

If **NO**, please state reason


## SAFETY

1. What are the following made of

a. The walls
b. The roof
c. The floors and passages
d. Classroom ceilings

2. Are non-slip polishes used on wood or concrete floors or tiles

Yes		No	
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3. In case of fire

a. What exit procedures have been implemented
b. What fire-fighting equipment is in existence
c. How often is this equipment checked
d. Are fire exits clearly marked

4. Is all equipment kept in good working order in the gym and home economics, science, industrial arts, fine arts classrooms

Yes		No	
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5. Do you have an effective safety programme

Yes		No	
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Please provide full details


6. Are safety manuals issued to all employees

Yes		No	
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Please supply a copy



## CLAIMS / INCIDENTS

We require a full signed statement should your answer to the questions below be **YES**

1. Has any claim ever been made against the school and/or against any of its staff members

Yes		No	
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2. Has the school ever received notification of any intention to lodge a claim against the school and/or against any of its staff members

Yes		No	
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3. Are you and your staff members, after diligent enquiry, aware of any incidents, circumstances or occurrences which could result in a claim against the school and/or any of its staff members

Yes		No	
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4. Have any disciplinary hearings ever been made against any of the school's staff members

Yes		No	
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5. Is there any reason to believe that disciplinary hearings may be made against any of the school's staff members

Yes		No	
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6. State total income of school, split as follows

Income	Past 12 months	Estimate for the next 12 months
School fees	R	R
Sponsorships	R	R
Other:	R	R

7. What amount is the School prepared to bear as a deductible

R10 000	R15 000	R20 000	R25 000	Other: R
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### COVER REQUIRED

Limit of Indemnity	
Deductible	

### DECLARATION

I/We, the undersigned, declare that the statements set forth in this proposal form together with any other information supplied are true and correct and that I/we have not misstated or suppressed any material facts.

I/We agree that this proposal form together with any other information supplied by me/us shall form the basis upon which the contract of insurance is concluded and shall be incorporated therein.

I/We further undertake that in the event that the information provided changes between the date of this application and inception of cover, I/We will notify ITOO of such changes as soon as reasonably possible.

\_\_\_\_\_  
Name (duly authorised)

\_\_\_\_\_  
Designation

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

D	D	M	M	Y	Y	Y	Y
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